



## Regional “Board” Election Guideline

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## 1. ELECTORATE

Only registered individual- or organisational Mountain Forum members who's 'region of location' is the region conducting the election are eligible to participate in the regional election process.

## 2. ELIGIBILITY CRITERIA FOR NOMINEES

Anybody who meets the criterion outlined in *1 above* can stand as a nominee if he/she meets the following criteria:

- a) joined the Mountain Forum at least three months before the official start of the election;
- b) is able to attend at least one board meeting per year in various locations (depending on available funding, travel expenses may be partially or completely covered);
- c) is currently affiliated to an organisation working on mountain issue (s) or in mountain areas;
- d) has the agreement of his/her employer to serve on the Mountain Forum Board;
- e) has over three years of extensive or intensive experience in mountain development or mountain issues;
- f) has participated in the Mountain Forum discussions at least once in the last two years;
- g) feels qualified to represent the interests of his/her regional node on the Mountain Forum Board;
- h) has adequate email connectivity;
- i) his/her nomination is supported by emails or/and web-based forms from three regional members who meet the criterion outlined in *1 above*, including at least two from outside his/her country of residence;
- j) is not currently employed at any of the organisations currently hosting the regional node of Mountain Forum to which he/she is affiliated as a Mountain Forum member.

### 3. OBLIGATIONS OF NOMINATORS

Anyone nominating or supporting the nomination of a candidate has to make sure that the nominee:

- a) Meets the ELIGIBILITY CRITERIA (*outlined in 2*), and
- b) Agrees to be nominated.

*(Note: Nobody may nominate more than one nominee once)*

### 4. OBLIGATIONS OF CANDIDATES

The nominees who have been endorsed by requisite legitimate web- or email-based nominations (henceforth referred to as 'candidates') must:

- a) submit their curriculum vitae, including a passport size digital image of self;
- b) write an essay on why they decided to contest the election from their region and what they hope to bring to the Mountain Forum Board (300-400 words) as well as to their regional node;
- c) submit a statement from their employer that there is no objection to their standing for a potential Mountain Forum Board Member position;
- d) be willing to be interviewed or participate in an electronic debate with the other candidates.

### 5. SHORTLISTING

If the nomination process yields more than three candidates, the ELECTION COMMITTEE shall short-list the three candidates as 'finalists' based on the strengths of their CVs and essays. These finalists will then go on to the voting phase. The upper limit is three finalists; the lower limit is two finalists (*see 8b*).

### 6. ELIGIBILITY CRITERIA FOR VOTERS

Anybody who meets the criterion outlined in 1 above is eligible to vote.

### 7. VOTE COUNTING METHOD

Voting will be done by ranking the candidates in descending order, from first to last.

If there are three candidates, the 'first choice' candidate is assigned 2 points for each individual vote (OR 4 for each organizational vote) received; the 'second choice' candidate is assigned 1 point for each individual vote (OR 2 for each organizational vote) received, and the 'third choice' candidate is assigned zero point for either vote.

If there are only two candidates, the 'first choice' candidate is assigned one point for each individual vote (OR 2 for each organisational vote) received, the 'second choice' candidate is assigned zero point for either vote.

The candidate with the highest number of weighted points wins.

## 8. ELECTION COMMITTEE

The ELECTION COMMITTEE shall comprise the following members:

- Board Chair
- Institutional board member representing the regional node that's conducting the election
- Node Manager
- Node Manager's immediate supervisor (if different from the institutional board member)
- a staff from the Mountain Forum Secretariat (to be recommended by the Executive Secretary)

The ELECTION COMMITTEE'S mandate is to conduct Mountain Forum's regional "Board" election in a *fair, democratic, and transparent* manner. Its functions are as follows:

- a) It shall make every effort to notify the electorate about the upcoming election reasonably ahead of the official start of the election.
- b) It shall see to it that there are at least two candidates (finalists) contesting the election.
- c) In case there are more than three candidates contesting the election, it shall shortlist the top three candidates as 'finalists'.
- d) In preparation for the vote, it shall provide to all eligible voters no later than three days before the vote all relevant information on the finalists.
- e) It shall authenticate each nomination/vote that comes its way and do any necessary follow-up.
- f) It shall make public the election results within a week of the end of the voting period.

Any concerns that arise in the course of the election process can be submitted to the ELECTION COMMITTEE by simply writing to them. The decision of the COMMITTEE shall be deemed final.

## **Annex 1: Sample electronic Nomination Form from the 2006 African Mountain Forum Board Election**

~~~~~NOMINATION FORUM ~~~~~

### *Part A: Nominee's Information*

1. Full name of the person you want to nominate: \_ \_ \_ \_ \_
2. Is your nominee a member of African Mountain Forum? Yes [ ], No [ ]
3. Do you have your nominee's permission to nominate him/her? YES [ ], No [ ]

### *Part B: Nominator's Information*

1. Your full name: \_ \_ \_ \_ \_
2. Your email address: \_ \_ \_ \_ \_
3. Your membership number: \_ \_ \_ \_ \_

Once you're done filling in the nomination form, please send it to:  
amf-election@mtnforum. Thank you!

~~~~~END~~~~~

## **Annex 2: Sample electronic Voting Form from the 2006 African Mountain Forum Board Election**

~~~~~VOTING FORM ~~~~~

### *Part A: Vote*

(Note: Choose only one candidate, put an "X" inside the applicable box [ ])

1. I would like to vote for:
  - a) Moses Duku [ ]
  - b) Tobias Mapesi [ ]

### *Part B: Voter's Info*

2. Full name of the voter: \_ \_ \_ \_ \_
3. Email address: \_ \_ \_ \_ \_
4. Your membership number: \_ \_ \_ \_ \_

When you're done filling in the voting form, please send it to:  
amf-election@mtnforum. Thank you!

~~~~~END~~~~~

### **Annex 3: Guideline for Conducting the Nomination Process**

- a) The Node Manager sends a message to the regional Mountain Forum members seeking an expression of interest from those who would like to become nominees. The Node Manager gives the members at least a week to respond. It is recommended that the Node Manager provides a URL to the election website in the message, specifically requesting the members to read the Election Guideline as well as the Terms of Reference (TOR) of the Mountain Forum Board.
- b) Once the expressions of interest are received from would-be nominees, the Node Manager should extract their profiles from the Mountain Forum membership database and place them on the election website.
- c) The Node Manager should then send out another email message to the regional Mountain Forum members encouraging them to nominate any of these (self-selected) would-be nominees (after reading their profiles first) within a stipulated timeframe (say, two weeks). The members have an option to nominate any one of these would-be nominees either through the online nomination form (a URL is placed on the online nomination form to direct the nominators to the profiles of those seeking nominations) or the electronic nomination form where the profiles of the would-be nominees are provided.
- d) All the would-be nominees who receive the required number of email- or web-based nominations (*see 2i of the election guideline*) then become candidates.
- e) If the number of candidates exceeds three, then the top three candidates are shortlisted as 'finalists' as per the election guideline (*see 5*). These finalists then go on to the voting round.

The advantage of this approach is that it *enormously simplifies* the nomination process thus:

- The nominator does not have to search the membership database for the right person to nominate.
- The nominator does not have to make sure that the nominee agrees to be nominated (*as per 3b of the election guideline*).